

Washington County

Job Description



Title:	Fleet & Heavy Equipment Mechanic	
Division:	Fleet Maintenance	Effective Date: 12/11
Department:	Public Works	Last Revised:
Career Service:	Eligible	FLSA: Eligible

GENERAL PURPOSE

Performs journey level skilled duties related to the maintenance and repair of diesel, gasoline and various other types of vehicles and specialized heavy equipment.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Road Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs skilled mechanical work in repair, maintenance and overhaul of a wide variety of equipment operated by Washington County departments.

Repairs and services automobiles, light trucks, and heavy equipment including adjustment of computer command controls, electronic ignitions, brakes, clutches, diesel engines, and transmissions.

Tunes engines using sophisticated testing equipment; performs adjustments or replaces defective parts as required.

Maintains standard shop records such as labor time, completed repairs; parts and materials used for work orders on specific vehicles; proposes preventive maintenance schedules.

Diagnoses equipment malfunctions to determine the most effective and economical means of repair; makes decisions as to what repairs will be made, and completes all required work to achieve proper vehicle performance.

Performs preventive maintenance for all County equipment such as lubrication, oil change, and minor repairs as needed.

Inspects county vehicles for conformance with state regulations and issues state inspection stickers.

Orders replacement parts, fuels and lubricates equipment; changes and repairs tires.

Servises and replaces equipment parts such as radiators, generators, distributors, brakes and clutches as required.

Mounts, balances and rotates vehicle tires.

Removes and replaces automatic transmissions.

Performs welding and fabricates replacement parts.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED; plus completion of two (2) years of specialized course work providing technical training in automotive and/or heavy equipment maintenance and repair and computerized diagnostics;

AND

- B. Two (2) years of experience in major repair of a variety of gas and diesel powered vehicles;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; the materials and tools used in equipment maintenance; the safety practices required by state and other laws; installation and repair of automotive air conditioning systems; servicing and repair of air brakes and air systems; of auto electrical systems and equipment; working knowledge of gas and arc welding.

Advanced Skill in the use of mechanical tools, materials, welding, and testing equipment.

Ability to diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; ability to establish and maintain effective working relationships with employees of the department.

3. Special Qualifications:

Must possess a State Safety Inspection Certificate or be able to obtain such within ninety (90) days of employment.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. . Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and some creative problem solving. Occasional travel in automobile or heavy equipment required in job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)